

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary duty of which is the management of a group of police department divisions or services. The incumbents of this class are responsible for planning and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate staff members who are responsible for divisions within the assigned area. Police Majors also perform financial management functions, public relations duties, and records management duties, in addition to providing for department training and for overseeing the care and maintenance of department equipment and property. Employees of this class perform duties with a high level of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an area of police department services, including one or more department divisions. Recommends management policies, goals, and objectives for the assigned area. Decides on officer deployment in a manner that optimizes cost effectiveness. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Gathers information to be used in budget preparation. Prepares expenditure estimates. Keeps accounts showing money and assets of all police department operations. Authorizes expenditure of funds allocated for police department operations, and supervises field management of money used by investigative staff in order to control possession or expenditure of funds.

Assists in making decisions concerning what information should be kept in department records and in determining in what form this information should be kept. Supervises the preparation and maintenance of departmental records by reviewing records completed by subordinates and by periodically inspecting facilities for maintaining these records. Writes reports required to document the activity of assigned divisions. Writes requests for grants or other special funds to aid in the

operation of the police service. Serves as department representative at meetings of civic or professional groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Coordinates the work of the department with related federal, state, and local agencies. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about operation of the police department.

Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Assigns work schedules and approves leave. Evaluates work performance of subordinates and writes evaluation reports. Provides assistance to subordinates in technical areas of work. Maintains discipline by conducting corrective interviews and by recommending disciplinary action to the appointing authority.

Develops a training program for the department and sees that such a program is properly staffed and supplied with training resources.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Obtains estimates on repair costs and determines which repair service should be used. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Oversees the operations of the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must be a regular and permanent employee in the class of Police

WM	03-29-94
Rev	05-20-97
	12-29-09

Captain immediately preceding the closing date for application to the board.